



## **PROGRAM AND EVENTS COORDINATOR**

New Position – Part-Time

### **Organizational Background**

The LSU Hilltop Arboretum is a 14-acre outdoor museum located on Highland Road, seven miles south of the LSU campus. Its mission is to provide a sanctuary where students and visitors can learn about natural systems, plants, and landscape design. Stewardship of Hilltop is shared by the LSU Robert Reich School of Landscape Architecture and the Friends of Hilltop nonprofit. Friends provides community engagement, educational programs, and fundraising to support the arboretum.

### **Position Overview**

The Program and Events Coordinator is a newly created part-time position designed to support the planning and execution of educational programs, special events, and community engagement initiatives organized by the Friends of Hilltop. Additional hours may be required for events and programs with advance approval.

This role is fluid and flexible; responsibilities will vary from week to week depending on program needs. The coordinator reports to the Director and works closely with Hilltop staff, board members, volunteers, and partners.

### **Key Responsibilities**

- Assist in planning and executing current programs and events (e.g., Symposium, Garden Tours, Lecture Series, Summer Camps, Board Luncheon, Plant Sales).
- Help develop new programs by identifying speakers, collaborators, and community partners.
- Coordinate speakers and presenters for programs and events, including outreach, scheduling, confirmations, and logistical support (e.g., contracts, travel details, honoraria, and day-of coordination).
- Recruit, schedule, and support volunteers for events and activities.
- Support event sponsorship efforts, including identifying potential sponsors, assisting with outreach and follow-up, coordinating sponsor benefits, and ensuring sponsor recognition before, during, and after events.
- Coordinate marketing and communications for programs, including writing press releases, managing social media, and updating the website.
- Create and maintain programs and events budgets in coordination with Director.
- Maintain programs and events calendar in coordination with staff.
- Provide general administrative support, including volunteer communications, board meeting prep, and membership coordination as needed.



### **Qualifications**

- Strong communication and interpersonal skills.
- Ability to work collaboratively with staff, board, volunteers, partners, and the public.
- Organized and adaptable, with strong time management skills.
- Creative thinker and problem solver with a passion for environmental education and community outreach.
- Comfortable working in a dynamic, flexible environment with changing weekly priorities.

### **Preferred Experience**

- Bachelor's degree in communications, marketing, horticulture, art and design, or related field preferred.
- Minimum 3 years of experience in event planning, program coordination, or marketing/communications.
- Experience coordinating speakers, presenters, or artists for events preferred.
- Familiarity with sponsorship coordination, donor relations, or partner engagement preferred.
- Proficiency in Microsoft Office, Adobe tools, website editing, and social media platforms.

### **Hours & Compensation**

- Part-time position, approximately 20 hours per week, year-round.
- Additional hours (including evenings/weekends) may be required for events and programs.
- Compensation \$22-27 per hour, commensurate with experience.

### **To Apply**

Please email a letter of interest and resume with three (3) references to:

Tara Titone, Director | [taratitone@lsu.edu](mailto:taratitone@lsu.edu)